



COMMONWEALTH of VIRGINIA

DEPARTMENT OF LABOR AND INDUSTRY

C. Ray Davenport
COMMISSIONER

Main Street Centre
600 East Main Street, Suite 207
Richmond, Virginia 23219
PHONE (804) 371-2327
FAX (804) 371-6524

2017 VIRGINIA OCCUPATIONAL SAFETY AND HEALTH CONFERENCE

Dear Potential Conference Exhibitor:

On behalf of the Department of Labor and Industry and the Virginia State Association of Occupational Health Nurses (VSAOHN), I would like to welcome and invite you to join us at the 22nd Annual Virginia Occupational Safety and Health (VOSH) Conference.

This year's conference will be held October 18-20, 2017 at the Virginia Beach Convention Center in Virginia Beach, Virginia. I invite you to participate. Conference attendance is anticipated to reach 300.

I look forward to your participation in the conference. Should you have any questions, please call me at (804) 786-6613 or Mrs. Sharon Holmes at (804) 786-5873.

Sincerely,

A handwritten signature in dark ink, reading "Warren E. Rice".

Warren Rice
Director, Cooperative Programs

Hotel Location: DoubleTree by Hilton Hotel Virginia Beach
1900 Pavilion Drive ♦ Virginia Beach, VA ♦ 23451 ♦ 757-422-8900
www.doubletree3.hilton.com

Conference Location: Virginia Beach Convention Center
1000 19th Street ♦ Virginia Beach, VA ♦ 23451 ♦ 757-385-2000
www.vbconventioncenter.com

2017 VOSH Conference Registration Application

(This contact information will be used in the conference manual)

Organization _____

Contact Name _____

Daytime Phone Number _____ Fax Number _____

Mailing Address _____

City/State/Zip Code _____

Email Address _____

List of products/services to be exhibited:

Do you need electricity? Yes ☐ No ☐

Note: Please check off for layout purposes only.

Arrangements for electricity are made directly with the Convention Center. Click link to request services. <http://www.visitvirginiabeach.com/conventioncenter/exhibitorservices>.

Please list all booth representatives below: **Please write clearly so that we can print the name tag correctly.**

Please note:

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Virginia Beach Convention Center, its owners or managers resulting from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the Virginia Beach Convention Center, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, conference sponsors and their representatives from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Convention Center or any part thereof.

Fees: One company per booth

For-profit

\$700 6 x 10 ft. space ☐

\$775 6 x 16 ft. space ☐

Non-profit

\$325 6 x 10 ft. space ☐

2017 VOSH Conference Registration Application

For-profit Exhibitor Fees include: space, pipe & drape, table with skirting, two chair(s), one waste basket, one 7" x 44" sign, and admittance for one to conference sessions, **(please submit a conference registration form and write "exhibitor" at the top)**, two lunch tickets, break refreshments, **listing in the conference manual (if received by Friday, September 1, 2017)**, and a list of conference attendees with contact information following the conference.

Non-profit Exhibitor Fees include: space, pipe & drape, one 7"x 44" sign, table with skirting and a chair(s), waste basket, break refreshments, **listing in the conference program (if received by Friday, September 1, 2017)**, and a list of conference attendees with contact information following the conference.

Additional needs, including electricity and Wi-Fi connections should be made directly with the Convention Center. Click link to request services

<http://www.visitvirginiabeach.com/conventioncenter/exhibitorservices>.

Vendors are also required to staff booths during hours that booths are open. Due to floor plan restrictions exhibitors will be unable to choose their own spaces. One company per booth. Space assigned on a first come, first served basis.

Storage of exhibit-related materials - arrangements should also be made directly with the Convention Center.

Cancellation:

There is a \$100 administrative fee charged for cancellations made in writing by 3 PM on Friday, September 1, 2017. After this date and time all fees are non-refundable. There are no exceptions.

Payment:

PLEASE NOTE: If payment for the booth fee is made by credit card please use the attached Credit Card Authorization Form and fax to (804) 371-7634. THIS IS A SECURED FAX LINE. **PLEASE DO NOT EMAIL CREDIT CARD REGISTRATIONS.** Payment for the booth fee can also be mailed.

If paying by check, please make check payable to ***'Treasurer of Virginia'***.

☐ Check Amount Paid: \$ _____

Completed Registration forms MUST accompany payment. Our mailing address is:

**Virginia Department of Labor and Industry
Attention: Accounting Department – 2017 Annual Conference
Main Street Centre
600 East Main Street
Suite 207
Richmond, VA 23219**

Exhibitor Information

Conference Location: Virginia Beach Convention Center
1000 19th Street ♦ Virginia Beach, VA ♦ 23451 ♦ 757-385-2000
www.vbconventioncenter.com

Exhibit Area: **Exhibit Hall A**

Exhibit set up times:

Tuesday, October 17 - **5pm – 11pm**

Wednesday, October 18, (Must be ready to open at 8am)

Exhibits will be open:

Wednesday, October 18, 8am– 5pm

Dismantle exhibits:

Wednesday, October 18, any time after 7pm

Vendors are invited to bring a gift to be raffled off.

Prize winners will be announced after lunch
on Thursday, October 19 at 12:45pm.

Lodging should be arranged directly with the Double Tree by Hilton Hotel Virginia Beach.

Hotel Location: DoubleTree by Hilton Virginia Beach
1900 Pavilion Drive ♦ Virginia Beach, VA ♦ 23451 ♦ 757-422-8900
www.doubletree3.hilton.com

In order to get the Double Tree by Hilton Hotel conference rate of \$99.00 a day for a single or a double, plus tax, reservations must be made directly with the Hotel. Our office does not make reservations for vendors. To make reservations you may call the hotel at 757-422-8900 or go online to:

http://doubletree.hilton.com/en/dt/groups/personalized/O/ORFBNDT-SHC-20171016/index.jhtml?WT.mc_id=POG and ask for the Group Name: Virginia Occupational Safety & Health Training Conference to get the conference rate. Reservations and deposits must be made by **Thursday, September 21, 2017.**

Parking

No Charge

Questions? Call (804) 786-5873

REGISTRATION FORM MUST ACCOMPANY PAYMENT



COMMONWEALTH OF VIRGINIA



DEPARTMENT OF LABOR AND INDUSTRY

CREDIT CARD AUTHORIZATION FORM

Non-Fill able Form

This information is confidential. This form will only be kept by the Department of Labor and Industry Finance Department. Please print, complete and submit with applicable documentation. Incomplete forms may be returned for completion, which will delay processing. **(Please Print Legibly)**

Company Name: _____

Federal Employer Identification Number: _____

Name Listed on Credit Card: _____

Cardholder Billing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Daytime Phone Number: () _____ - _____

Email Address: _____

Reference/Invoice/Inspection Number (if applicable) _____ (9 digits)

Credit Card Type: Visa ☐ MasterCard ☐ American Express ☐ (Only Check One)

Credit Card # _____

Expiration Date: ____/____/____ (Month/Year) Payment Amount: _____

Cardholder Signature _____ Date: _____

I certify that I am the authorized holder and signer of the credit card referenced above. I certify that all information above is complete and accurate. I hereby authorize the Department of Labor and Industry to process payment for all charges as indicated above. If additional charges are going to be authorized, a new form will have to be completed.

PLEASE DO NOT EMAIL THIS FORM WITH PAYMENT. Mail or Fax Completed Form to:

Department of Labor and Industry
Attention: Accounting / Finance

Fax: 804-371-7634 **(SECURED FAX LINE)**

Main Street Centre
600 East Main Street Suite 207
Richmond, VA 23219
Questions: (804)786-5873

FINANCE USE ONLY

PROGRAM:
____ ASBESTOS/LEAD
____ BOILER
____ LABOR LAW
____ APPRENTICESHIP
____ CONFERENCE
____ VOSH
____ FOIA
____ ADMINISTRATION
____ OTHER

FINANCE ID # _____

DATE: _____

PROCESSED BY: _____